

## REQUEST FOR PROPOSAL EVALUATION FORM

Name of Reviewer \_\_\_\_\_ Date of Review \_\_\_\_\_

Applicant Name \_\_\_\_\_

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100.

Proposals are scored using the questions set out in each section.

**SECTION 1: UNDERSTANDING OF THE PROJECT – 25 points**

1. How well has the applicant demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

2. To what degree has, the applicant demonstrated an understanding of the deliverables the state expects it to provide.

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

3. Has the applicant demonstrated an understanding of the CMV Direct Observation Study of Safety Belts and Hand-held devices?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

4. How well has the applicant demonstrated an understanding of the state's time schedule and ability to meet it?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR THIS SECTION \_\_\_\_\_

## REQUEST FOR PROPOSAL EVALUATION FORM

Applicant Name \_\_\_\_\_

**SECTION 2: METHODOLOGY USED FOR THE PROJECT – 30 Points**

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

2. How well does the proposed methodology address each of the tasks and deliverables identified in the Scope of Work?

EVALUATOR'S NOTES \_\_\_\_\_

3. How well does the proposed methodology address organizing, training, and conducting key meetings?

EVALUATOR'S NOTES \_\_\_\_\_

4. How well does the proposed methodology address meeting the document standards?

EVALUATOR'S NOTES \_\_\_\_\_

5. How well does the proposed methodology address the ability to conduct and analyze the data collected according to best practices?

EVALUATOR'S NOTES \_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR SECTION #2 \_\_\_\_\_

## REQUEST FOR PROPOSAL EVALUATION FORM

Applicant Name \_\_\_\_\_

**SECTION 3: PROJECT MANAGEMENT – 20 Points**

1. Has the applicant clearly identified the project team members and their role in this project?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

2. To what extent does the applicant have the resources necessary to successfully complete the contract, i.e., software, hardware, etc?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

3. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

4. Is the organization of the project team clear?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

5. Has the applicant provided a list of staff who will be working on this project along with their qualifications?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR SECTION #3

\_\_\_\_\_

## REQUEST FOR PROPOSAL EVALUATION FORM

Applicant Name \_\_\_\_\_

**SECTION 4: EXPERIENCE AND QUALIFICATIONS – 15 points**

1. Does the applicant have experience working with government agencies in developing surveys?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

2 Have the two examples provided demonstrated that the applicant has had experience on similar projects?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

3. Are the resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR SECTION #4 \_\_\_\_\_

**SECTION #5: CONTRACT COST – 10 Points**

1. Is the budget complete and detailed?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

2. Are the costs included in the budget directly related to completion of this project?

EVALUATOR'S NOTES \_\_\_\_\_

\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR SECTION #5 \_\_\_\_\_

**TOTAL EVALUATOR'S POINTS** \_\_\_\_\_